

## **DEPARTMENTAL RECORDS CLERK**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

Employees of this class are responsible for the performance of routine clerical tasks such as maintaining records, typing, and answering telephones for the police department. Specific instructions are given for most tasks, but the employee has authority to work independently in some designated areas. The work is non-supervisory in nature and employees report directly to the assistant chief of police

### **EXAMPLES OF WORK**

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Maintains general office records and personnel records for the department; places records in files and retrieves such as needed.

Receives reports and types them according to established procedures; checks reports for accuracy, completeness, and conformity to established procedures; institutes procedures to correct any inaccurate or incomplete reports turned in by department members; revises department filing system when necessary.

Gathers data from file records and prepares reports for the chief, department officers, or related police agencies.

Adds new information to the files of persons with police records.

Answers telephone, routes calls, gives out routine information.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

All requirements must be met at the close of applications

1. Age requirement: Must have reached his/her eighteenth (18) birthday.
2. Education requirement: Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

3. Physical requirement: After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.
4. Attach copies of the following documents to the application:
  - A) birth certificate
  - B) driver's license
  - C) high school diploma, certificate equivalent to a high school diploma or a GED.